

## NOTICE OF POSITION

**The following position will be available November 2, 2009, Vigo County, Indiana:**  
Deputy Clerk, Vigo Circuit Court

**This is a Part Time/Temporary Position**

Will be needed for 20 to 25 days

**Summary:**

The Deputy Clerk acts on behalf of the Clerk of Circuit Court by performing the diverse and complex duties of maintaining the accuracy of all judicial court records and the RJO (Record of Judgments and Orders) and is the courts' financial officer.

**Responsibilities of position:**

- Enters new cases for civil, criminal, juvenile, and probate courts.
- Processes and recalls warrants.
- Processes subpoenas, summons, alias summons, motions, pleadings, and automatic stays.
- Processes incoming and out going mail.
- Analyses court orders.
- Maintains files and filing systems; maintains court files in proper chronological order; maintains Chronological Case Summary.
- Maintains court order book.
- Pulls court files for daily processing.
- Certify court documents for authenticity.
- File cases and court records, daily.
- Process special orders.
- File marks all pleadings received in Court; receive stamps all Court orders.
- Answer telephone and greet visitors providing information, assistance, and direction; provide assistance to attorneys, prosecutors, and the general public.
- Performs other related essential duties as required.

**Knowledge, skills, and abilities required:**

- Three to five years of clerical/office, legal, or related work experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.
- Ability to operate a variety of office equipment.
- Ability to comprehend and correctly use a variety of informational documents including court orders, attorney filings, bonds, warrants, new filings, and other reports and records.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to work under moderately to very stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices and/or departments.

- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; as well as ability to behave in a friendly, understanding, helpful, and professional manner with clients and customers, coworkers, supervisors, and the general public.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with Judges, attorneys, Probation Officers, law enforcement agencies, court personnel, Prosecutor's office personnel, immediate supervisor, coworkers, other county personnel, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using appropriate language and well-modulated voice.
- Must have excellent computer skills

**Worksite:** 33 S. 3<sup>rd</sup> Street  
Terre Haute, IN 47807

**Salary/Pay:** \$8.00 per hour

**To apply:** Please fill out an application and include a resume with it. Applications are available at the Commissioners office or information can be mailed.

**Attention: Human Resources**  
**@ Vigo County Commissioners office**  
**650 S. 1<sup>st</sup> St.**  
**Terre Haute, IN 47807**

**Date of Posting:** 10/29/09